

STANDARDS AND PROCEDURES			ARIZONA DEPARTMENT OF ADMINISTRATION	IT DIVISIONS (ISD & ITSD)
Section:	06	Title:	Information Security	
Sub Section:	04	Title:	Physical Security	
Document:	02	Title:	Hazard Communications Program	

1. STANDARD

The written Hazard Communications Policy and Procedures document will contain the guidelines to insure that the five major parts of the Hazard Communications Program will be met by ISD.

1.1. Summary of Standard Changes

1.2. Purpose

The program is designed to ensure that the Occupational Safety and Health (OSHA) regulatory guidelines are enforced for the use, of chemicals, and to minimize the potential for employees to suffer adverse medical problems due to chemical exposure.

1.3. Scope

All management and employees are responsible for insuring the proper usage, storage, and disposal of hazardous chemicals they use during their work shift.

1.4. Responsibilities

1.4.1. ISD LOSS CONTROL COORDINATOR:

Is responsible for maintaining and developing the Hazard Communication Program, and to ensure the division complies with the current requirements established by OSHA. The Loss Control Coordinator is responsible for maintaining the master file for all MSDS's. The Loss Control Coordinator or their designee is responsible for instructing managers and supervisors on how to properly train their employees in the usage, storage, and disposal of chemicals as required by the OSHA Hazard Communication standards.

1.4.2. ISD UPPER MANAGEMENT:

Management is administratively responsible for ensuring that the policies and procedures are being adhered to by supervisors and employees. Management is responsible for ensuring that their employees have been trained in the usage and storage of hazardous chemicals.

1.4.3. ISD SUPERVISORS:

Supervisors are responsible for ensuring that employees follow and understand the proper techniques in the usage, storage, and disposal of all hazardous chemicals. They are responsible for obtaining MSDS's for a hazardous materials in use and for providing copies of the MSDS to Risk Management - Loss Control, and the Loss Control Coordinator.

1.5. Definitions and Abbreviations

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1.6. Description of Standard

The program encompasses six major parts. (1) A written Hazard Communication policy and procedure. (2) Determination of the types of chemicals being used. (3) Labeling of all chemical containers. (4) MSDS's made available to all employees on all chemicals being used. (5) Training of all employees that use chemicals during their work shift. (6) Methodology to monitor and report on program compliance in all areas.

1.7. Implications

- The propose of this program is to ensure that potential hazards and hazard control measures for chemicals used by this division are understood by State employees.
- The written program is available for employee review at any time. The master copy is located with the ISD Loss Control Coordinator. A copy of the program will be provided to any employee or employee representative upon request.
- The written Hazard Communications Policy and Procedures document will contain the guidelines that will insure that the five major parts of the Hazard Communications Program will be met by ISD.

1.8. References

1.9. Attachments

2. CONTAINER LABELING PROCEDURES

2.1. Summary of Procedure Changes

2.2. Procedure Details

2.2.1. Supervisors who are responsible for the use of hazardous chemicals either personally or by employees under their supervision will verify that all containers received for use by ISD will:

2.2.1.1. Be clearly labeled as to the contents, matching identification on MSDS,

2.2.1.2. Note the appropriate hazard warnings,

2.2.1.3. List the name and address of the manufacturer.

2.2.1.4. Insure that chemicals received in large containers, and then transferred to smaller containers will have the smaller container appropriately labeled.

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2.2.2. No containers will be released for use until the above data is verified.

2.3. References

2.4. Attachments

3. MATERIAL SAFETY DATA SHEETS (MSDS) PROCEDURES

3.1. Summary of Procedure Changes

3.2. Procedure Details

3.2.1. Copies of MSDS's for all hazardous chemicals to which employees may be exposed will be kept by the supervisors who are responsible for the use of hazardous chemicals either personally or by employees under their supervision. They will be responsible for ensuring that:

3.2.1.1. MSDS's for the new chemicals are available,

3.2.1.2. MSDS's will be available for review by all employees during each work shift,

3.2.1.3. Individual employee copies will be available on request.

3.2.2. Current MSDS's are included in the HazMat Book and provided to the Loss Prevention Coordinator.

3.3. References

3.4. Attachments

4. EMPLOYEE TRAINING AND INFORMATION PROCEDURES

4.1. Summary of Procedure Changes

4.2. Procedure Details

4.2.1. Each employee will be provided the following information and training before working in areas where hazardous chemicals exist. In addition, if a new hazardous material is introduced into the workplace, affected employees will be given new information and training concerning that material.

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4.2.2. A. MINIMUM INFORMATION PROVIDED: (Per MSDS Per Area. See: 'LIST OF HAZARDOUS CHEMICALS IN THIS WORKPLACE' - ISD HAZCOM Program.)

- 4.2.2.1. All operations and locations in the work area where hazardous chemicals are used or stored.
- 4.2.2.2. The location and availability of the written hazard communication program, including list(s) of hazardous chemicals used and related MSDS.
- 4.2.2.3. The method the division will use to inform employees of potential hazards of non-routine tasks (jobs that are not routine for an individual because of infrequency, location, or type.).

4.2.3. B. MINIMUM TRAINING PROVIDED: (Per MSDS Per Area. See: 'LIST OF HAZARDOUS CHEMICALS IN THIS WORKPLACE' - ISD HAZCOM Program.)

- 4.2.3.1. Methods and observations used to detect the presence or release of a hazardous chemical in the work area (such as division-monitoring programs, continuous monitoring device, visual appearance, odor, or to other characteristics of hazardous chemicals.
- 4.2.3.2. The physical and health hazards of chemicals in the assigned work area.
- 4.2.3.3. The measures to take to protect against such hazards, including specific agency procedures concerning work practices, emergencies and care and use of protective equipment.
- 4.2.3.4. Details of the agency hazard communication program, including explanation of the labeling system, the MSDS's, and how to obtain and use the appropriate hazard information.

4.2.4. Upon completion of the training, each employee will sign a form acknowledging receipt of the written hazard communication program and related training.

4.3. References

4.4. Attachments

5. INFORMATION FOR CONTRACTORS PROCEDURES

5.1. Summary of Procedure Changes

5.2. Procedure Details

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5.2.1. It is the responsibility of supervisors who are responsible for the use of hazardous chemicals either personally or by employees under their supervision to provide contractors and their employees with the following information:

5.2.2. INFORMING CONTRACTORS:

5.2.2.1. Hazardous chemicals to which they may be exposed while on the job site,

5.2.2.2. Measures the employees may take to lessen the possibility of exposure,

5.2.2.3. Steps the division has taken to lessen the risks,

5.2.2.4. Where the MSDS's are for chemicals to which they may be exposed,

5.2.2.5. Procedures to follow if they are exposed.

5.2.3. CONTRACTORS INFORMING EMPLOYERS:

5.2.3.1. Contractors entering this workplace with hazardous materials will supply ISD with MSDS's covering those particular products the contractor may expose ISD employees to while working at this site.

5.2.3.2. The MSDS's will be received before contract work begins.

5.3. References

5.4. Attachments

6. INCIDENT REPORT PROCEDURES

6.1. Summary of Procedure Changes

6.2. Procedure Details

When an incident involving improper use, storage, or exposure takes place, the supervisor of the area where the incident happens will immediately submit and Hazardous Materials Incident Report to the Loss Control Coordinator.

6.3. References

6.4. Attachments

7. PROGRAM COMPLIANCE PROCEDURES

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7.1. Summary of Procedure Changes

7.2. Procedure Details

It is the responsibility of the Loss Control Coordinator, or their designee, to monitor compliance of this program and make periodic reports to management. This will include, but not be limited to, 'spot checks' confirming proper labeling, correct inventory of MSDS's, adequate training of employees in HazMat information and procedures, proper documentation of incidents, and complete updating and proper placement of HazMat binders.

7.3. References

7.4. Attachments